

# Mount Ararat Community Activity Center

## Job Announcement

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**Position:** Mentoring Director

**Classification:** Full-time / Exempt

**To apply:** Send resume' and cover letter to: MACAC 745 N. Negley Avenue Pittsburgh, PA 15206 or email to [jobs@macac-inc.org](mailto:jobs@macac-inc.org). No phone calls please.

### JOB RESPONSIBILITIES

- Plan and implement program activities and routines for multiple programs both on and off site
- Manage the daily activities of program staff in multiple locations
- Coordinate activities of mentors and mentees including training, support and supervision
- Recruit mentees and mentors for the program
- Communicate with program stakeholders including but not limited to school personnel, partner agencies, etc.
- Obtain required documentation for mentors & mentees
- Provide direct oversight pertinent to program goals including developing curriculum, writing lesson plans and facilitating instruction
- Communicate with parents regarding their student's progress, activities, incidents, concerns, etc
- Travel between multiple program sites
- Participate in community partner meetings
- Complete monthly reports for funders & stakeholders as requested
- Other duties as assigned

### QUALIFICATIONS

- Prefer Bachelor's degree in education, child development, special education, secondary education, or the human services field (or) combination of experience and education will be considered.
- Previous experience working with school age children
- Act 33/34 clearances
- FBI clearance
- Two letters of reference
- Valid driver's license

### COMPENSATION/BENEFITS:

- Salary range: \$35K - \$47K annually (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full time only)